DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
74 WASHINGTON AVE N
BATTLE CREEK MI 49017-3084

CH 1
DoD 4100.39-M
Volume 7

CHANGE NO. 1
DoD 4100.39-M

DOD-4100.39-M-VOL-7-CHG-1
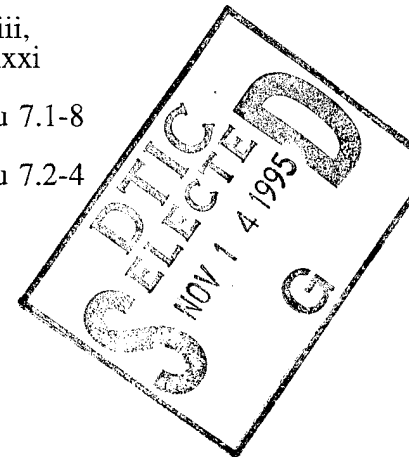
change 1 to AD-A278040.

DLSC-VPH
1 July 1995

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

Volume 7, change 1.

I.   Volume 7, DoD 4100.39-M, 1 April 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by **_bold-face italic_** type. Deletions are indicated in the Significant Changes paragraph below.

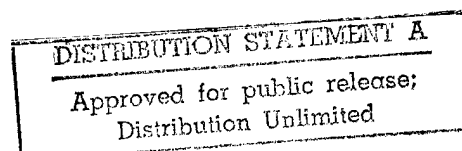|	**REMOVE OLD**	**INSERT NEW**
Glossary	iii thru viii,	iii thru viii,
	xv thru xxxi	xv thru xxxi
Table of Contents	1	1
Chapter 1	7.1-1 thru 7.1-7	7.1-1 thru 7.1-8
Appendix 7-1-A	1 thru 4	1 thru 4
Chapter 2	7.2-1 thru 7.2-4	7.2-1 thru 7.2-4
Appendix 7-2-A	1	1
Appendix 7-2-B	1	1
Chapter 3	7.3-3	7.3-3

II. SIGNIFICANT CHANGES

A.   The page changes are effective upon receipt.

B.   Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for Volume 1.

19951109 027

Accesion For		
NTIS CRA&I	☒	
DTIC TAB	☐	
Unannounced	☐	
Justification		
By		
Distribution /		
Availability Codes		
Dist	Avail and / or Special	
A-1		

DLSC - The Key to Readiness

III. This change sheet will be filed in front of Volume 7 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:

RANDALL B. HAGLUND
Colonel, USMC
Commander

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GLOSSARY
PART I - ACRONYMS

		Volume(s)			Volume(s)
AAC	Acquisition Advice Code	6,14,15	ASCII	American National Standard Code for Information Interchange	2
ACN	Advance Change Notice, FLIS	1,2	ASD	Assistant Secretary of Defense	
ADC	Air Dimension Code	15	ASPR	Armed Services Procurement Regulation	7
ADP	Automatic Data Processing	1,3,4,7	CAC	Civil Agency Catalog	15
ADPEC	Automatic Data Processing Equipment Identification Code	6,15	CAGE	Commercial and Government Entity Code	1,2,4,5,6, 7,14,15
ADPP	Automatic Data Processing Point	15	CAO	Contract Administration Office	1,15
ADPS	Automatic Data Processing System	1	CB	Change Bulletin	15
AEDA	Ammunitive, Explosives and Other Dangerous Articles	10	CCAL	Certified Contractor Access List	15
AFFC	Air Force Fund Code		CDA	Catalog Data Activity	6
AFLC	Air Force Logistics Command	6,13	CIC	Card Identification Code Item Management Coding Content Indicator Code Continuation Indicator Code	4,6,14 2 2
AFM	Air Force Manual	6,13			
AIN	Approved Item Name	3,4,6			
AINRP	Approved Item Name Reclassification Program	6	CIT	Consumable Item Transfer	6
AMC	Acquisition Method Code	6,14	CIMM	Commodity Integrated Materiel Manager	1,2,5, 6,13,14
AMSC	Acquisition Method Suffix Code	6,14	CMD	Catalog Management Data	1,2,4,5, 6,7,14,15
ANSI	American National Standards Institute, Inc.	2,3,7	COM-RI	Communications Routing Identifier	2,6
APSN	Association Package Sequence Number		CSS	Cataloging Statistical Series	2,14
AQL	Acceptable Quality Level	2,14	DA	Description Available	15
AR	Army Regulation	2,6,13	DAAS	Defense Automatic Addressing System	1,2,6
ARC	Accounting Requirements Code	15	DAASO	Defense Automatic Addressing System Office	1,2,4, 1,2,4, 5,6,14

		Volume(s)			Volume(s)
DAC	Document Availability Code	4	DNA	Defense Nuclear Agency	2,4,6, 13,14
DCN	Document Control Number	1,4	DNACA	Defense Nuclear Agency Cataloging Activity	4
DCSC	Defense Construction Supply Center	2,14	DoD	Department of Defense	All
DCSN	Document Control Serial Number	6	DoDAAC	Department of Defense Activity Address Code	
DD Form	Department of Defense Form	1,2,3, 4,5,7,15	DoDAAD	Department of Defense Activity Address Dictionary	
DEMIL	Demilitarization	4,15			
DESC	Defense Electronics Supply Center	2,14	DoDAC	Department of Defense Ammunition Code	3
DFSC	Defense Fuel Supply Center	2,14	DoDD	Department of Defense Directive	1
DGSC	Defense General Supply Center	2,14	DoDI	Department of Defense Instruction	6,14
DHCO	Departmental Headquarters Catalog Office	2,14	DOE	Department of Energy	2,4
			DPSC	Defense Personnel Support Center	2,13,14
DIA	Defense Intelligence Agency	13	DRIS	Defense Retail Interservice Support	
DIC	Document Identifier Code	1,2,4,6,7, 13,14,15	DRMS	Defense Reutilization and Marketing Service	1,15
DIPEC	Defense Industrial Plant Equipment Center	1,2,6,7,13	DRN	Data Record Number	1,2,4, 5,6,7,13
DISC	Defense Industrial Supply Center	2,14	DSC	Defense Supply Center	1,2,4,6
DLA	Defense Logistics Agency	1,2,4,5,6, 13,14,15	*DSN*	*Defense Switched Network (formerly; Automatic Voice Network - Autovon)*	*1,2,3,4,5*
DLAH	Defense Logistics Agency Handbook		DSOR	Depot Source of Repair	6
DLAR	Defense Logistics Agency Regulation	6,13	EAM	Electronic Accounting, Machine	1,2,4, 6,7,13
DLSC	Defense Logistics Services Center	All	ED	Effective Date	2,6,13
DM	Descriptive Method (Item Identification)	2,14	ELCD	Extra Long Characteristic Description	2,3,4

		Volume(s)			Volume(s)
ELRN	Extra Long Reference Number	2,3,4	FSG	Federal Supply Group	1,5,6, 13,14,15
EOJ	End of Job		GIM	Gaining Inventory Manager	2,6
EOT	End of Transmission	2	GIMM	Gaining Inventory Materiel Manager	2,6
ERRC	Expendability, Recoverability-Reparability Code		GIRDER	Government/Industry Reference Data Edit and Review	4
ESDC	Electrostatic Discharge Codes	8,9,10,15	GSA	General Services Administration	1,2,3,4, 6,7,13,14
FAA	Federal Aviation Administration	1,2,4,6,13	HMC	Hazardous Materiel Code	15
FC	Foreign Countries	2,4,6	HMIC	Hazardous Material Indicator Code	8,9,10,15
FD	Functional Description	1			
FDM	Full Descriptive Method (Item Identification)	2	I&S	Interchangeability and Substitutability	1,5,6,14
FG	Foreign Government	4	ICP	Inventory Control Point	6,13,14
FII	Federal Item Identification	2,4,6	II	Item Identification	1,2,3,4, 5,6,13
FIIG	Federal Item Identification Guide	1,2,3,4, 5,7,14,15	IIM	Item Intelligence Maintenance	2
FIND	Federal Item Name Directory	4,15	ILDT	Item Logistics Data Transmittal	4
FLIS	Federal Logistics Information System	All	IMC	Item Management Coding	
FLIS DATA BASE	FLIS Logistics Information System Data Base	1,2,3,4,5,6, 7,13,14,15	IMCA	Item Management Classification Activity	2,6
FMS	Foreign Military Sales	2,13		Item Management Coding Activity	13,14
FMSN	File Maintenance Sequence Number	2,4,6	IMM	Integrated Materiel Manager	1,2,4, 6,13,14
FMSO	Fleet Material Support Office	6,13	IMMC	Integrated Materiel Management Committee	6
FRD	Formerly Restricted Data	4	IMSS	Item Management Statistical Series	6,14
FSC	Federal Supply Classification	1,2,3,4, 5,6,13, 14,15	INC	Item Name Code	1,3,4, 5,6,14,15

		Volume(s)			Volume(s)
IOS	International Organization for Standardization	6	MEC	(Marine Corps) Management Echelon Code	13,15
IRRC	Issue, Repair and/or Requisitioning Restriction Code		MFR	Manufacturer	4
ISAC	Identified Secondary Address Coding		MIL-RI	Military Routing Identifier	6
ISC	Item Standardization Code	4,5,6,15	MILSCAP	Military Standard Contract Administration Procedure	1,7,15
JAIEG	Joint Atomic Information Exchange Group	4	MILSPEC	Military Specification	3
JAN	Joint Army-Navy	2	MILSTAAD	Military Standard Activity Address Directory	
JANAP	Joint Army-Navy-Air Force Publication		MILSTAMP	Military Standard Transportation and Movement Procedure	6
LCL	Less Than Carload Rating Code	15	MILSTD	Military Standard	2,3,4,7
LIM	Losing Inventory Manager	6	MILSTICCS	Military Standard Item Characteristics Code Structures	3,15
LMF	Language Media Format	2	MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure	15
LOA	Level of Authority	2,6,13,14			
LR	Logistics Reassignment	4,6	MILSTRIP	Military Standard Requisitioning and Issue Procedure	6
LS	Lead Service	6			
LTL	Less Than Truckload Rating Code	15	MIM	Military Inventory Manager	14
MAC	Maintenance Action Code	6	MM	Materiel Manager	
MC	Marine Corps	1,2	MMAC	Materiel Management Aggregation Code-AF	1,13
MCC	Materiel Category Code Materiel Condition Code		MMC	Materiel Management Category Code-DoD (Commodity)	13
MCLB	Marine Corps Logistics Base	13	MOE	Major Organizational Entity	1,2,3,4,5,6, 13,14
MCO	Marine Corps Order	13	MOWASP	Mechanization of Warehousing and Shipment Processing	6
MCSA	Marine Corps Supply Activity				

		Volume(s)			Volume(s)
MRC	Master Requirement Code	1,3,4,5,15	ODRC	Output Data Request Code	1,2,4,5,6
MRD	Master Requirement Directory	3,15	OE	Organizational Entity	1,4,5,7,15
MRM	Military Retail Manager	14	PDM	Partial Descriptive Method (Item Identification)	2,4
MTMC	Military Traffic Management Command	1,2,4,6,15	PIC	Priority Indicator Code	1,2,4,5,14
NADEX	NATO Data Exchange	1	PICA	Primary Inventory Control Activity	1,2,4,5, 6,13,14
NAIN	Non-Approved Item Name		PMC	Procurement Method Code	6,14
NATO	North Atlantic Treaty Organization	1,2,4,5, 6,7,13,15	PMIC	Precious Metals Indicator Code	6,15
NCB	National Codification Bureau	2,4	PORM	Plus or Minus	2,3
NDUP	Non-Duplicate	4	PSCN	Permanent System Control Number	5,6,15
NHCI	Nuclear Hardness Critical Item	2,4	PSMAT	Provisioning Screening Master Address Table	1,5,7
NIDS	Nuclear Integrated Data System	4	PSN	Package Sequence Number	1,2,4,5,7
NIIN	National Item Identification Number	All	PSOS	Pseudo Source of Supply	6
NIMSC	Nonconsumable Item Material Support Code	2,6	PVC	Price Validation Code	
NMFC	National Motor Freight Classification (Code)	1,2,6,15	Q/R	Query Response, *Electronic Data Transfer*	
NOCA	Nuclear Ordnance Cataloging Activity	2,4	QUP	Quantity Unit Pack	2,6,15
NOCO	Nuclear Ordnance Cataloging Office	2,4	RCS	Reports Control Symbol	2,14
NSA	National Security Agency	1,2,4,6, 13,14	RD	Restricted Data	4
			RIC	Routing Identifier Code	1,2,6
NSCM	NATO Supply Code for Manufacturers	1,4,5,7,15	RM	Reference Method (Item Identification)	2,4,14
NSN	National Stock Number	1,2,3,4,		Retail Manager	6
OCR	Optical Character Recognition (Reader)	1,2,7	RNAAC	Reference Number Action Activity Code	1,2,4
			RNCC	Reference Number Category Code	2,4,5,6,15

		Volume(s)			Volume(s)
RNFC	Reference Number Format Code	4,5	SMIC	Special Material Identification Code	2,6,15
RNJC	Reference Number Justification Code	1,4	SMR	System Management Release, FLIS	1
RNSC	Reference Number Status Code	4	SNOCA	Service Nuclear Ordnance Cataloging Activity	4
RNVC	Reference Number Variation Code	5,6,15	SoS	Source of Supply Code	1,2,4,6, 4,15
ROFC	Remote Output Format Code	16	SoSM	Source of Supply Modifier Code	
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4	SPSN	Submitted Package Sequence Number	
S/A	Military Service/Civil Agency	2,13,14	SR	Standard Requirement	4
SAC	Secondary Address Code	3,4	SSR	Supply Support Request	1,2,6,13
				System Support Record	1,2,5,6, 7,13,14,15
SADC	Service/Agency Designator Code	2,4,15	STDB	Standard Test Data Base	1
SAIC	Secondary Address Indicator Code		STIR	Sequential Total Item Record	2,6
SAN	System Advisory Notice (FLIS)	1	TACOM	U.S. Army Tank-Automotive Command	2,6,13,14
SCN	System Control Number	1,4	TIC	Terminal Identifier Code	
SCR	System Change Request (FLIS)	1,6,15	TSN	Terminal Serial Number	
SFM	Simplified File Maintenance	1,2	UFC	Uniform Freight Classification (Code)	1,6,15
SIC	Statistical Indicator Code		U/I	Unit of Issue	2,6,15
SICA	Secondary Inventory Control Activity	1,2,5,6, 13,14	U/M	Unit of Measure	
			U/P	Unit Price	15
SICC	Service Item Control Center	2,6,13,14	USCG	United States Coast Guard	1,2,6
SIN	Submittal Identification Number		WIMM	Weapons Integrated Materiel Manager	2,4,5,6, 13,14
SLC	Shelf Life Code	2,6,15			

DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through DNA and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE Code 87991.   4

DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense Nuclear Agency (DNA) and may be categorized as "war reserve quality", "training quality", or "single quality".   4

Drop Table Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.   1

Economic Feasibility. The determination of the cost effectiveness of a data system change. design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the valve of the automated data system change under development   1

Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.   2,5,6,13

Electronic Data Transmission. This syste is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTODIN)).   *1,2,4,5,6,7*

Electronic Data Transmission Message Control. A procedure that may be used by interested recorded users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.   *2*

Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic inteference damage.   8,9,10,15

End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.

Volume(s)

Equivalency Criteria. Criteria contained in section II of the FIIG consisting of   3
data range conversion formulas and decision rules criteria used to determine
characteristic equivalency and substitutability. Replies are equivalent when they
are identical or become equivalent through the application of section II criteria.
Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be
considered equivalent with respect to other definitive replies to a specific input
requirement. Equivalent items are always "offered" to the processing activity
requesting NSN assignment from DLSC for review and possible acceptance.

Estimated Demand. See DRN 0727, volume 12.

Estimated or Actual Price. See DRN 0731, volume 12.

Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655,
volume 12.

Extra Long Characteristics Description (ELCD). Characteristics description   2,3,4
data which consists of 5,000 characters or more.

Extra Long Reference Number (ELRN). A reference which exceeds the   2,3,4
allowed field of 32 positions and must be carried forward to additional cards.

Federal Catalog System. A Federal program administered by DoD in conjunc-   1,3,4,6,
tion with GSA. It shall name, describe, classify, and number each item repeti-   14,15
tively used, bought, stocked, or distributed by the Federal Government so that
only one distinctive combination of letters or numerals (or both) identifies the
same item throughout the Federal Government.

Federal Cataloging Program Statistical Series. A series of statistics required   14
to reflect information pertaining to all Federal Cataloging Program transactions
recorded in FLIS files against items which are managed by DoD activities, Civil
Agencies, or foreign countries participating in the Federal Cataloging Program.

Federal Item Identification (FII). A description of an item of supply which   2,4,6
consists of minimum data essential to establish those characteristics which give
an item its unique character, and differentiate it from every other item of supply
within the Federal Catalog System, and required related management data.

Federal Item Identification Guide (FIIG). A guide prescribing standard   1,2,3,4,
requirements, formats, and machine oriented coding structure for the collection of   5,7,14,15
item characteristics and other item-related logistics data.

Federal Item Name Director (FIND). Published as Cataloging Handbook H6   4,15
Series; provides item name data to Services/Agencies for use in development of
item identifications.

Volume(s)

Federal Supply Classification (FSC). Permits the classification of all items of personal property used by participating activities. Groups and classes have been established for the universe of commodities with emphasis on the items known to be in the supply systems of participating activities. This classification system with its present structure of groups and classes represents those groupings and relationships which are based on current, as well as anticipated, management needs. The Federal Supply Classification structure is modified, as the needs of management change, by the addition of newly developed groups and classes, the subdivision of existing classes, and the revision of definitions of classes. The uniform Federal Supply Classification is governed by daily management requirements and provides uniform management categories throughout military activities and Civil Agency organizations, functions, operations, and supply pipelines. It permits greater uniformity within and between Military Services and Civil Agencies in the operations of reporting, accounting, financial management, inventory control, and budgeting.

1,2,3,4,
5,6,13,
14,15

Federal Supply Classification Group 11, Nuclear Ordnance. A Federal Supply Classification group which includes those nuclear ordnance items which are not specifically commodity classified elsewhere.

4

Federal Supply Group (FSG). See DRNs 3994 and 3996, volume 12.

1,5,6,
13,14,15

File Maintenance Sequence Number (FMSN). See DRN 1515, volume 12.

4,6

Financial Inventory Accounting (FIA). Establishment and maintenance of inventory accounts in monetary terms and the rendition of reports thereon. Covers materiel in storage, in process, on hand, in transit, and on consignment.

FLIS Advance Change Notice. A notification, to users of DoD 4100.39-M, of changes that must be implemented in the period between quarterly publication of changes and revisions

1

FLIS Data Bank. A totally integrated logistics information repository, including graphics, necessary to support the various logistics functions. The central data bank is orgainized in two segments, the FLIS data base segment and the System Support Record segment.

1,2,3,4,
5,6,15

FLIS Data Base. The segment of the FLIS data bank containing the sum total of information (words, codes, and numbers) on an item required for identification and related data necessary to support various logistics functions. The FLIS data base is comprised of the following files: NIIN, Characteristics, Reference Number, and Graphics.

1,2,3,4,
5,6,7,
13,14,15

Foreign Countries (FC). (Changed from: Friendly Foreign Governments). A non-NATO nation participating in the Federal Cataloging Program through an agreement which provides for the furnishing of Federal catalog data and cataloging services by the United States on a reimbursable basis.

1,2,4,5,
6,7,15

Freight Classification. The division of articles into groups according to physical characteristics for the purpose of transportation.

1,2,4,5,
6,15

Volume(s)

Full Descriptive Method of Item Identification. The descriptive method of item identification establishes and delimits the concept of an item of supply by the delineation of the essential characteristics of the item which give the item its unique character and serve to differentiate it from every other item of supply. It may contain other characteristic data not used in the assignment of an NSN as specified in section III of the specific FIIG. The Full Descriptive Method (FDM) technique of item identification is a type 1 item identification which contains all essential characteristics of an item and differentiates it from every other item of supply.   2,4,14

Functional Description (FD). The FLIS FD provides: 1,8,9

    a. The system requirements to be satisfied which will serve as a basis for mutual understanding between the user and the developer.

    b. Information on performance requirements, preliminary design, and user impacts including fixed and continuing costs.

    c. A basis for the development of systems tests.

Functional Manager, DoD/Federal. See DoD/Federal Functional Manager.

Functional/Operational Index (F/O). An index in grid form designed to assist the user in relating the item identification characteristics with the various logistic functions for data output products.   3,5,15

Gaining Inventory Manager (GIM). The inventory manager responsible for assuming wholesale materiel management functions.   2,6

Guide Number, Federal Item Identification Guide (FIIG). See DRN 4065, volume 12.   2,4

Hazardous Materiel Code (HMC). See DRN 2720, volume 12.   1,6,15

Hazardous Material Indicator Code. A code instructing the user on the type of hazardous material(s) used.   8,9,10,15

Immediate Response. The time elapsed from the point at which DLSC receives the last character of input data until DLSC transmits the first character of output data will not exceed one minute.   16

Industrial Plant Equipment (IPE). IPE is that part of DoD-owned plant equipment with an acquisition cost of $1000 or more; used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations. IPE is further identified by noun name in joint DoD Handbooks, DLAH 4215 series.

Initial Coding. Application of the established IMC criteria by the ICPs to all National Stock Numbered items existing in FSC classes newly designated as commodity oriented.   6

Volume(s)

Initiating Activity. An activity assigned the responsibility for the development, coordination, reconciliation, and submittal to DLSC of a completed FIIG and follow-up maintenance.

3

Integrated Materiel Manager (IMM). See DRN 9090, volume 12.

1,2,4,
6,13

Interchangeability and Substitutability (I&S). Conditions which permit the exchange of one item for another without affecting design or performance beyond acceptable limits.

1,5,6,14

Inventory Account Code - Coast Guard. See DRN 0708, volume 12.

1

Inventory Control Point (ICP). An organizational unit within the supply system of a Military Service/Defense Logistics Agency which is assigned the primary responsibility for the management of a group of items, either within a particular Military Service or for the DoD as a whole. Responsibilities include computation of quantitative requirements; the authority to require procurement, repair materiel, or initiate disposal; development of world-wide quantitative and monetary inventory data; and the positioning and repositioning of materiel.

6,13,14

Item Characteristics. Physical, performance, and other item-related logistics data required to describe, differentiate, and manage items of supply.

3,4,

Item Intelligence. The sum total of data for a given item.

4

Item Intelligence Maintenance (IIM). A function in FLIS which provides for the processing of adjustments/revisions to established item identifications and characteristics in the FLIS data base.

Item Logistics Data Transmittal (ILDT). The medium used for formatting data required to be transmitted to the data bank.

4

Item Management Classification Activity (IMCA). See DRN 4075, volume 12.

2,6

Item Management Coding (IMC). The process of determining whether items of supply in FSC classes assigned for integrated materiel management qualify for management by the individual Military Services or other DoD components. Coding is accomplished in accordance with established IMC criteria contained in DoD 4140.26-M, volume I, Defense Integrated Materiel Management for Commodity Oriented Consumable Items.

1,2,6,
13,14

Item Management Coding Activity (IMCA). See DRN 2748, volume 12.

2,6,13,14

Item Management Statistical Series (IMSS). A series of informational type documents providing statistical data in support of the Federal Catalog System.

6,14

Item Name. See DRNs 5010 and 5020, volume 12.

1,3,4,
5,6,15

Item Name Code (INC). See DRN 4080, volume 12.

1,3,4, 5,
6,14,15

Volume(s)

Item of Production. Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection. — 4

Item of Supply. An item of supply may be a single item of production or two or more items of production that are functionally interchangeable or that may be substituted for the same purpose and that are comparable in terms of use. It is more meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, or may be a modification (accomplished by the user or at request of the user) of a normal item of production. — 2,3,4, 5,6,7, 14,15

Item Standardization Code (ISC). See DRN 2650, volume 12. — 1,4,5, 6,14,15

Key Data Element(s). Data element(s) submitted to obtain the desired interrogation/search output as specified by the Output Data Request Code. — 5

Language Media Format (LMF). A code used for AUTODIN transmission to the FLIS data bank. The code indicates source media and preferred output media. — 2

Less Than Carload Rating Code (LCL). See DRN 2760, volume 12. — 1,2,15

Less Than Truckload Rating Code (LTL). See DRN 2770, volume 12. — 1,2,15

List. One of the types of catalogs within a series of publications (e.g., Identification List). — 4,15

Losing Inventory Manager (LIM). The inventory manager responsible for relinquishing wholesale materiel management functions. — 2,

Maintenance Action Code (MAC). See DRN 0137, volume 12. — 6

Maintenance Coding. Application of the approved IMC criteria by the ICPs to all new or existing National Stock Numbered items which enter FSC classes subject to IMC after initial IMC has been accomplished. — 6

Major Organizational Entity (MOE). The principal subdivision of Government organization under which component organizational entities are identified (e.g., Army, Navy, Air Force, Marine Corps, DLA, GSA, etc.). — 1,2,3,4, 5,6,13, 14,15

Management Cognizance. The duties and responsibilities of a DSC, a Military Service activity, other DoD activity(ies), FAA, or GSA for management of an item of supply to the extent indicated by the MOE Rule. — 2,6

Manufacturer (Mfr). A manufacturer may be an individual, company, firm, corporation, or Government activity that controls the design and production of an item, or produces an item from crude or fabricated materials or components, with or without modification, into more complex items. — 4,7

	Volume(s)
Mass Change Processing. Mass change processing falls into two categories. Pre-programmed mass change is initiated by an SSR transaction which triggers or permits subsequent multiple actions to the DLSC and/or Service/Agency files. Special project mass change will require that original analysis and programming be accomplished to accommodate the requested actions.	1,2,6
Mass Data Retrieval. Mass data retrieval is designed to extract segment data from the FLIS data base or partial or complete files from the SSR based on the input of key data element(s). The content of the segments from the FLIS data base and the content of data elements from the SSR will be controlled through input of the appropriate Output Data Request Code DRN as indicated in volume 10, table 28 (Output Data Request Code/Access Key(s)).	1,5
Master Requirement Code (MRC). See DRN 3445, volume 12.	1,3,4,5,15
Master Requirements Directory (MRD). A publication containing the requirements, reply tables, Military Standard Item Characteristics Coding Structure (MILSTICCS), Master Requirement Codes (MRCs), and mode codes contained in published Federal Item Identification Guides (FIIGs).	1,3,5
Materiel Category Codes (MCC). See DRNs 2680 and 9256, volume 12.	
Materiel Condition Codes (MCC). See DRN 2835, volume 12.	
Materiel Management. Direction and control of those aspects of logistics which deal with materiel, including the functions of identification, cataloging, standardization, requirements determination, procurement, inspections, quality control, packaging, storage, distribution, disposal, maintenance, mobilization planning. Encompasses materiel control, inventory control, inventory management, and supply management.	2,6
Materiel Management Aggregation Code - AF (MMAC). See DRN 2836, volume 12.	1,13
Materiel Manager (MM). The director or organizational component responsible for performing the materiel management functions for assigned items.	1
Mechanization of Warehousing and Shipment Processing (MOWASP). A uniform data system designed to maintain consolidated freight location data and shipment handling information.	6
Military Service-Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which, due to the nuclear weapons reliability concept, require special testing or control for quality assurance. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will reflect a reference number coded with CAGE Codes 57991, 67991, or 77991.	4

Volume(s)

Military Service Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment), designed or manufactured by a Military Service or design controlled by a Military Service, for use specifically in the nuclear ordnance field. The items or the data for the items are available only from the design controlling military activity; they may be categorized as "war- reserve quality", "training quality", or "single quality". They may be security classified or nonsecurity classified and are not necessarily classified in FSC group 11.

4

Military Specification (MILSPEC). A procurement specification in the military series promulgated by one or more of the military agencies and used for the procurement of military supplies, equipment, or services.

3

Military Standard (MILSTD). An established or accepted level of performance in the military used as a yardstick in evaluating actual progress.

2,3,4,7

Military Standard Contract Administration Procedure (MILSCAP). MILSCAP will provide uniform procedures, rules, formats, time standards, and standard data elements for the interchange of contract- related information between and among DoD components and contractors. The provisions of the Armed Services Procurement Regulation are to be implemented in machine processable form, where feasible, in MILSCAP. The system administrator and the chairman of the ASPR Committee will assure compatibility between the two procedures.

1,7,15

Military Standard Item Characteristics Code Structures (MILSTICCS). The coding structure used to code characteristics data for item identifications, transmission, storage, and processing.

3,15

Military Standard Requisitioning and Issue Procedures (MILSTRIP). MILSTRIP will prescribe uniform procedures, codes, formats, documents, and time standards for the interchange of requisitioning and issue information for all materiel commodities (unless specifically exempted by the ASD (MRA&L)) between requisitioners and supply control/distribution systems in DoD and other participating agencies. MILSTRIP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

6

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). MILSTRAP will prescribe uniform procedures, data elements, documents, and time standards for the flow of inventory accounting information pertaining to receipt, issue, and adjustment actions between inventory control points, stock control activities, storage sites/depots, and posts, camps or bases (unless specifically exempted by the ASD (MRA&L)). Card formats and data elements employed in MILSTRAP will be designed to complement the techniques prescribed in MILSTRIP and to provide the means for generating financial inventory data required for management and transaction reports and financial reports.

Military Standard Transportation and Movement Procedure (MIL-STAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities.

Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).

Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.   1,2,4,6,15

MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.   2,4

MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.   2,4,6

National Codification Bureau (NCB) Code. See DRN 4130, volume 12.   4

National Item Identification Number (NIIN). See DRN 4000, volume 12.   All

National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.   1,2,6,15

National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.   1,2,3,4, 5,6,13, 14,15

NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.   1,4,6

NATO Supply Code for Manufacturers (NSCM). See DRN 4140, volume 12.   1,4,5, 7,15

Navy Cognizance Code. See DRN 2608, volume 12.   1,13

Volume(s)

Next Higher Classifiable Assembly. This term is understood to mean the next
higher assembly on or with which the item is used as a subassembly, part, attach-
ment, or accessory. Also, the classification of the higher assembly is indicated
specifically in an entry in the Numeric Index (Cataloging Handbook H2-2). The
term "higher assembly" is used for brevity and may actually include compo-
nents, sub-assemblies, assemblies, and end items or systems.

4

Nominal Value. A value, excluding tolerance, used for the purpose of general
identification usually expressed as a fraction, size number or letter, code number,
gage number, or decimal number.

Non-Approved Item Name (NAIN). See DRN 5020, volume 12.

3

Non-Duplicate (NDUP). When the item identification is sufficiently close to,
but not an actual duplicate characteristically of, an existing Federal item identifi-
cation and there are no matching reference numbers.

4

Normal Source of Procurement. See DRN 0721, volume 12.

Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A
hardware item at any assembly that is mission critical and could be designed,
repaired, manufactured, installed or maintained for normal operation, and yet
degrade system survivability in a nuclear environment if hardness were not con-
sidered.

On Hand/Due In. See DRN 0722, volume 12.

Operational Feasibility. The determination of whether a data system change
will operate properly and be properly used once developed and implemented.

1

Operational Need Date. See DRN 0726, volume 12.

Optical Character Recognition (Reader) (OCR). A data processing technique
(device) which converts, by optical means, the characters placed on paper into a
code suitable for input to a computer.

1,2,7

Organizational Entity (O.E.). An organizational element, segment, or entity for
cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or
establishment, etc.; and attribute data ascribed in the entity for the purpose of
intensifying its meaning, characteristics, responsibility,eligibility, and area(s) of
authority.

1,3,4,
5,6,7,
14,15

Original Federal Item Identification. An item identification which has been
approved by the Defense Logistics Services Center and assigned a National Stock
Number, but which has not been revised, transferred, or cancelled.

4

Volume(s)

Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense Nuclear Agency), the originating activity assumes the status also of a submitting activity.   2,4,5,6

Originating Activity Code. See DRN 4210, volume 12.   1,4,5, 6,15

Output Data Request Code (ODRC). See DRN 4690, volume 12. 1,2,4,5,6

Package Sequence Number (PSN). See DRN 1070, volume 12.   1,2,4, 5,7,14

Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.   2,4,14

Permanent System Control Number (PSCN). See DRN 4250, volume 12.   1,2,4, 5,6,15

Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).   4

Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).   8,9,10,15

Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.

Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.   1,2,4,5, 6,13,14

Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".   4

Volume(s)

Priority Indicator Code (PIC). See DRN 2867, volume 12.   2,4,5,14

Procurement Method Code (PMC). See DRN 2871, volume 12.   6,14

Procurement Method Suffix Code (PMSC). See DRN 2876, volume 12.   6,14

Production Lead Time. See DRN 0730, volume 12.

Proposed Original Item Identification. An item identification for an item in or   2,4
entering a supply system which has not yet been approved by the Defense Logis-
tics Services Center (DLSC) as a Federal item identification assigned a National
Stock Number.

Provisioning Screening Master Address Table (PSMAT). See DRN 0232,   1,5,7
volume 12.

Provisioning Supply Support Request. Indicated by Card Identification Code   2,6
P to show that a Supply Support Request received by the IMM from an ICP is
the origin of the request when the item is in an FSC class subject to IMC.

Qualitative Value. The portion of a reply that expresses quality such as color,   3
shape, material, condition, etc.

Quantitative Value. The portion of a reply which expresses a numeric value for   3
such characteristics as dimensions, measure, magnitude, electrical rating, etc.

Quantity Unit Pack (QUP). See DRN 6106, volume 12.   6,15

Rail Variation Code. See DRN 4760, volume 12.   1,2,6,15

Reactivation Coding. Application of the approved IMC criteria by the ICPs to   6
inactivated NSNs for which a IMM was the last manager, and the ICP is not cur-
rently recorded as a user.

Receiver Code. See DRN 2534, volume 12.

Record Separator. The symbol used to indicate the completion of a character-   16
istic reply or to indicate end of record.

Reference Method of Item Identification (RM). The reference method of item   2,4,6,14
identification establishes and delimits the concept of an item of supply by refer-
ence(s) to the item-identifying number(s) of one or more manufacturers denoting
the item or items of production included under the concept. Thus, under the ref-
erence method the essential characteristics of the item of supply are not delin-
eated in the item identification but are ascertainable by research of the data rep-
resented by the manufacturers item-identifying number(s).

	Volume(s)
Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers; specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2,4,5, 14,15
Reference Number Action Activity Code (RNAAC). See DRN 2900, chapter 12.2.	1,4
Reference Number Category Code (RNCC). See DRN 2910, chapter 12.2.	2,4,5,6, 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, chapter 12.2.	4,5
Reference Number Justification Code (RNJC). See DRN 2750, chapter 12.2.	1,4
Reference Number Status Code (RNSC). See DRN 2923, chapter 12.2.	
Reference Number Variation Code (RNVC). See DRN 4780, chapter 12.2.	2,4,5,15
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, chapter 12.2.	1,2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4,6
Remote Ouput Format Code. See DRN 0841, chapter 12.2.	16
Reparability Code - Coast Guard. See DRN 0709, chapter 12.2.	1
Reply. A reply (data item) is the answer to a specific requirement.	3,4
Reply Code. A code that represents an established reply to an approved requirement.	3,4
Reply Table. A listing of replies (data item) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14

Volume(s)

Reports Generator. Designed to produce one-time listings or reports from the FLIS files. | 1,5

Requirement. A definition of a required characteristic. | 3,4

Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply. | 3

Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate). | 3

Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement"). | 3

Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by a IMM, including DNA, NSA, and TACOM. | 6

Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention. | 6

Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria. | 6

Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied. | 6

Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks. | 1,2,6

Secondary Address Code (SAC). See DRN 8990, chapter 12.2. | 1,3,4

Secondary Address Indicator Code (SAIC). See DRN 9485, chapter 12.2. | 3

Secondary Inventory Control Activity (SICA). See DRN 2938, chapter 12.2. | 1,2,6, 13,14

Service/Agency Designator Code (SADC). See DRN 4672, chapter 12.2. | 2,4,15

Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.

2,6,13,14

Shelf Life Code (SLC). See DRN 2943, chapter 12.2.

6,15

Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.

1,2

Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.

4

Single Submitting Activity. See DRN 9255, chapter 12.2.

2,4

Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.

4

Source of Supply Code (SOS). See DRN 3690, chapter 12.2.

4,5,6,
14,15

Source of Supply Modifier Code (SOSM). See DRN 2948, chapter 12.2.

6

Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment". In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.

4

Special Packaging Requirement. See DRN 0725, volume 12.

Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.

4

Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program.

1

Statistical Indicator Code. See DRN 3708, volume 12.

Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.

Volume(s)

Submitter Code. See DRN 2535, volume 12.

Submitting Activity. Any participating activity which submits proposed catalog   1,2,3,4,5,6,7
data directly to DLSC for approval. The submitting activity may be the activity
which originates the catalog data or an intermediate monitoring activity (e.g.,
Defense Supply Center; Defense Nuclear Agency) through which the originating
activity is required to submit its proposals to DLSC.

Submitting Activity Code. See DRN 3720, volume 12.   1,4,5,15

Supply Management Data. Item data which do not affect NSN assignment but   3,6
are necessary to support logistics functions.

Supply Support and Cataloging Action Request. Indicated by Card Identifi-   6
cation Code V to show that an SSR other than provisioning received by the IMM
from an ICP is the origin of the request when the item is in an FSC class subject
to IMC.

Supply Support Request (SSR). A request submitted by the activity respon-   2,6
sible for supporting an end item being provisioned to a Integrated Materiel Man-
ager which manages some of the support items or is a potential manager of some
new support items used in the end item.

Suspense File. The portion of the process control sector (SSR) which will serve   1,4,5
as a temporary repository of unique information of functional value to the
Service/Agency for the implementation of a logistics data transaction within
DLSC.

System Advisory Notice (SAN). Notification to Services/Agencies of the SCRs   1
scheduled for implementation in a given SMR. The SAN will be published
approximately 300 days prior to a scheduled implementation date.

System Change Request (SCR). A formal request for modification of the FLIS.   1,6,15
The SCR will be assigned one of the following priorities.

    a. Routine - an SCR requiring at least 45 calendar days for Service/Agency
coordination and distribution of the system change by DLSC a minimum of 180
days prior to implementation.

    b. Expedite - SCR requiring at least 45 calendar days for Service/Agency
coordination and distribution of the system change by DLSC a minimum of 90
days prior to implementation.

    -c. Emergency - an SCR required to maintain the operational status of FLIS

System Control Number (SCN). See DRN 3735, volume 12.   4,6

System Management Release (SMR). Notification to Services/Agencies of a   1
scheduled change that will be implemented. The SMR will be published approxi-
matedly 240 days prior to a scheduled implementation date.

	Volume(s)
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.	1,2,5,6,7, 13,14,15
Technical Feasibility. The determination of whether the development of a date system change is possible within the limits of available technology.	1
Training Quality Items. Items designated for us on or with training nuclear weapons or on nuclearordnance test and handling equipment but not authorized for use on war-reserve nuclear weapons.	4
Type of Cargo Code. See DRN 9260, volume 12.	1,2,15
Type of Financial Management Control. See DRN 0729, volume 12.	
Uniform Freight Classification Code (UFC). See DRN 3040, volume 12.	1,2,6,15
Unit of Issue (U/I). See DRN 3050, volume 12.	2,6,14,15
Unit of Issue Conversion Factor. See DRN 3053, volume 12.	6
Unprocessable Transaction. Transactions which did not contain the minimum essential control elements required for processing. These transactions are not queued for further processing and are not retained in the FLIS files.	1,2,4,6
Using Service Code. See DRN 0745, volume 12.	
Voluntary Standard. A product standard developed under procedures published by the Department of Commerce. Its adoption by a particular industry, company, or organization is voluntary. It is used as a standard for the procurement and production of a product.	6
War-Reserve Quality Items. Items authorized for use on or with war-reserve nuclear weapons but not designated for use on training nuclear weapons or test and handling equipment.	4
Water Commodity Code. See DRN 9275, volume 12.	1,2,15
Weapons Integrated Materiel Manager (WIMM). The Military Service Inventory Control Point (ICP) which performs the DoD integrated materiel functions for assigned consumable items.,	2,5,6, 13,14
WIMM Assignments on a By-Item Basis. Items of supply classified in those FSC classes included in the WIMM assignment but the management assignment for each individual item of supply is determined on a by-item management coding basis.	2
Withdraw The word "withdraw" in these procedures refers specifically to activity action to remove existing data from DLSC files.	2,6

ESTABLISH/MAINTENANCE OF ORGANIZATIONAL ENTITY (OE) AND PROVISIONING SCREENING MASTER ADDRESS FILE
TABLE OF CONTENTS

CHAPTER 1
ESTABLISHMENT/MAINTENANCE, O.E. MASTER FILE (CAGE/NSCM)

7.1.1 Introduction

a. The procedures in this chapter prescribe the input modes/formats and instructions to be followed by activities/agencies when submitting requests to the Defense Logistics Services Center (DLSC) for processing new code assignments and/or maintenance actions for:

(1) Commercial and Government Entity Code (CAGE). A five-position alphanumeric code with a numeric in the first and last positions (e.g., 27340, 2A345, 2AA45, or 2AAA5), assigned to United States and Canadian organizations which manufacture and/or control the design of items supplied to a Government Military or Civil Agency or assigned to United States and foreign organizations, primarily for identifying contractors in the mechanical interchange of data required by MILSCAP and the Service/Agency automatic data processing (ADP) systems. The CAGE data provides the data base for the LOLA and FED LOG application, *and the H series products on one CD-ROM. (See volume 15, chapter 9).*

(2) NATO Supply Code for Manufacturers (NSCM). A five-position alphanumeric code requiring an alpha character in either the first or last position (e.g., AA123, 3AAAA, AAAA3, K2345 or 2345K) , assigned to organizations located in North Atlantic Treaty Organization (NATO) member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government Military Activity or Civil Agency. The NSCM data provides the data base for the LOLA and FED LOG application, *and the H series products on one CD-ROM. (See volume 15, chapter 9.)*

b. Terminology. The FLIS data base documentation in many instances references the term Organizational Entity (O.E.) File/Sector. As a matter of clarification, the term "Organizational Entity" or clarification, the term "Organizational Entity" or

"O.E." in this portion of the procedures manual, pertains/relates exclusively to the CAGE/NSCM coding system.

c. The FLIS design features of the DLSC O.E. Master CAGE/NSCM File provide for submission of multi- media type input in a mechanized format. Resulting output from DLSC will be incorporated into the mechanized systems of recorded recipient Services and Agencies. (See volume 10, table 134 for DLSC/foreign governments responsible for assigning and maintaining CAGE/NSCM).

d. Submission mode of proposed input transactions will be by an on-line system input by DLSC only.

e. Requests for new CAGE Codes will be submitted in one (1) of the following fashions:

(1) DD Form 2051 - When this method of requesting a new CAGE Code is used, Section A of the form must be completed by a government activity/agency or by a Procurement Technical Assistance Center. Section B of the form may be completed by the company involved. (See APPENDIX 7-1-A).

(2) NATO Form AC/135-NR2 - This method will be used by the NATO countries when requesting codes for firms located in the United States (See APPENDIX 7-1-B).

(3) Electronic Commerce/Electronic Data Interchange (EC/EDI) - When a firm registers their intent to do business with the Federal Government using EC/EDI precepts, they may also submit their request for a new CAGE Code directly to DLSC using the ANSI-X12-838 Transaction set.

(4) Information regarding the submittal of an 838 Transaction may be obtained from the Electronic Commerce Information Center (ECIC)

using one (1) of the following:

(a) *Voice Phone - 1-800-EDI-3414 or (703)681-0211*

(b) FAX Phone - (703)681-0349

(c) *Email - dodedi@acq.osd.mil*

(d) Regular mail -

Electronic Commerce Programs Office
5111 Leesburg Pike, Suite 9104
ATTN: EC Information Center
Falls Church, Va 22041

(5) *Requests for maintenance actions received directly from the manufacturer will continue to be processed by DLSC regardless of the media received.*

(6) *Letters and/or forms concerning the CAGE Code System will be directed to:*

Commander
Defense Logistics Services Center
ATTN: DLSC-SBB
Federal Center
74 N. Washington
Battle Creek, Mi 49017-3084

f. Prior to submission of a request for code assignment or maintenance action, activities/ agencies which have access to Federal Logistics Data on Compact Disc (FED LOG) or Logistics On—Line Access (LOLA) will screen these systems to ensure a CAGE/NSCM has not already been assigned or updated for the particular organizational entity. The Defense Logistics Services Center sends out computer-generated letters to coded contractors requesting verification of the organization's status, making one complete cycle of the file annually. This factor should be considered; however, an activity/agency should not withhold

information available concerning an O.E. because of this process.

g. The following references contain explicit instructions concerning formats and preparation of CAGE/NSCM data to be forwarded to DLSC.

REFERENCE	CONTENT
Appendices 7-1-A and 7-1-B	Preparation of Forms
Volume 10, Chpter 10.4	Codes/Tables for CAGE/NSCM

h. Maintenance of FLIS data base. Following DLSC approval/processing of a transaction wherein a CAGE/NSCM is cancelled and replaced by an CAGE/NSCM involving one or more part numbers, a mass change of FLIS data base records will result from DLSC machine-generated LAR/LDR transactions. DLSC will in turn provide the applicable activity/agency data receivers appropriate file maintenance data on KAR, KCR, and KDR transactions for updating their National Item Identification Number (NIIN) file records.

i. The O.E. Master file is the basis for the *H Series on CD-ROM product.* Procedures governing these publications are contained in volume 15, chapter 15.9.

7.1.2 Add Total New Commercial and Government Entity or NATO Supply Code for Manufacturers. This section describes the criteria governing the assignment of new CAGE/NSCM data, subsequently referred to as O.E. Type A - Manufacturers; Type E - NATO Manufacturers; and Type F - Nonmanufacturers.

a. Add Total O.E. Record - Type A - CAGE Code.

(1) Activities/agencies will ensure that prior to

submitting a request to DLSC for the assignment of a new CAGE Code number that the code is in fact required for design documentation and/or operations pertaining to cataloging a new item or adding a new source of supply to an item already cataloged. In this regard, the code will be requested after the item has been procured from the new source and not before a solicitation has been made.

(2) The following kinds of organizations/functions are eligible for CAGE Code assignments:

(a) Manufacturing organizations that are the sources from which items of supply are obtained for use in the Federal Supply System

(b) Commercial organizations that control the design of items used by the Federal Government but do not necessarily manufacture nor sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Distributors who are sole sources of supply for items which cannot be purchased directly from the manufacturer located in the U.S., Canada, or any NATO member nation.

(e) Government agencies that manufacture items entering the Federal Supply or Military Industrial Systems, or control the design of such items without actually manufacturing them.

(f) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL-D-1000, MIL-STD-100, or MIL-STD-804.

(g) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with various military specifications/standards such as MIL-E-1 and MIL-STD-130.

(h) Various kinds of Government specifications, and certain Government organizations connected with the development of standards and/or specifications.

(i) The O.E. Master File is the basis for H4, NATO Supply Code for Manufacturers (NSCM), and LOLA and FED LOG CAGE inquiry applications. Procedures governing the H4 publication is contained in volume 15, LOLA Procedures in volume 16, and FED LOG Procedures in volume 17.

(3) Requests for new CAGE Code assignments to Government organizations or specifications and standards promulgated by Government organizations must be submitted on the letterhead of the agency/activity to which the code is to be assigned. They must specify the type of drawings, items, or documents controlled.

b. Add Total O.E. Record - Type F - CAGE Code.

(1) Submitting activities will ensure that the CAGE Code assignment is required for identifying an organization/function in MILSCAP, bid abstracts, purchase documents, and/or other documents pertaining to the contract/purchase agreement as required by DoD 41000.25-5-M MILSCAP Manual; Armed Services Procurement Regulation (ASPR); DoD Procurement Manual; and the DoD procurement circulars.

(2) The following kinds of organizations/functions are eligible for Type F CAGE Code assignments:

Manufacturing organizations not qualifying for a Type A CAGE Code.

Distributors.
Sales offices.
Retail establishments.
Service organizations.
Wholesale or jobbing establishments.
Professional organizations, including
  engineering.
Construction and mining firms.
Banks and universities.
Any other nongovernment organizations
  which must be identified in MILSCAP data
  interchange.

c. Add Total O.E. Record - Type E - NSCM.

(1) Only specific foreign codification authorities are presently empowered to assign NSCMs to manufacturers *or other organizational entities* located in NATO and non-NATO countries (excluding U.S.).

(a) Requests for NSCM assignments to facilities located in NATO or non-NATO countries may be initiated by U.S. manufacturers and manufacturers located in non-NATO countries, and by U.S. Military Activities/Civil Agencies. *Routine* requests *may* be submitted to DLSC (ATTN: SBB) for transmittal to the proper foreign codification authority which in turn processes the request and notifies DLSC of the code assignment. DLSC then confirms the code assignment to the requester. *Routine NSCM assignments take approximately 60 days to process.*

(b) The requesting facility will submit to DLSC (ATTN: SBB) a completed DD Form 2051, Request for Assignment of CAGE Code/Contractor, accompanied by a letter of transmittal. The letter will enable DLSC to expedite confirmation of the NSCM to the requester.

(c) *For expedited assignment of NSCMs to facilities located in NATO or non-NATO countries, FAX a DD Form 2051 as per paragraph*

7.1.2.c.(1)(b) to DLSC-SBB at DSN 932-4528 or commercial 616-961-4528. Expedited NSCM assignments take approximately 30 days to process. For emergency assignment of NSCMs the manufacturer or other entity for which NSCM assignment is required may apply directly to the National Codification Bureau (NCB) of the country in which the entity is located (for NATO countries) or to the NATO Maintenance and Supply Agency (NAMSA)(for non-NATO countries). The entity would apply for NSCM assignment via FAX using a NATO Form AC/135 No. 2 (see Appendix 7-1-B for instructions). For the FAX number of the applicable NCB or NAMSA, contact DLSC-SD at DSN 932-4328 or commercial 616-961-4328. However, the entity applying for the NSCM should ensure that notification of the NSCM assignment is sent by FAX to DLSC-SBB at DSN 932-4528 or commercial 616-961-4528. Emergency NSCM assignments take approximately 3 business days to process.

(2) Activities/Civil Agencies will ensure that prior to submitting a request to DLSC for the assignment of an NSCM that the code is in fact required for design documentation and/or item identification. An NSCM will be requested after the item has been procured from the new source and not before a solicitation has been made.

(3) The following kinds of non-NATO foreign organizations/functions are eligible for NSCM assignments in connection with Federal supply cataloging operations:

(a) *Manufacturers, distributors, or other entities* that are the sources from which items of supply are obtained for use in the Federal Supply System.

(b) Commercial organizations that control

the design of items used by the Federal Government, but do not necessarily sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks.(The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL- D-1000, MIL-STD-100, or MIL-STD-804.

(e) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with military specifications/standards such as MIL-E-1 and MIL-STD-130.

7.1.3 Change Data to an Existing CAGE/NSCM Record.
This section describes the criteria for external requests to DLSC for adding, changing or deleting permissive data elements to an existing CAGE/NSCM record.

a. Change Data to an Existing O.E. Record - Types A and F. Requests for maintenance actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared and signed by an official of the firm.

b. Change data to an existing O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements.

7.1.4 Cancel total CAGE/NSCM Code Record.
This section describes the criteria for requesting a cancel O.E. transaction. These transactions will be

used to change an O.E.'s status to cancelled with or without replacement. They will not purge the record from the file in its entirety, but will purge such data as Post Office box number and street address. The only time an CAGE/NSCM will be considered as a replacement for another code is when the succeeding firm has acquired all design, manufacturing, and/or patent rights to all product lines manufactured by the defunct organization and this fact is substantiated in writing by the firms involved. The fact that a firm manufactures identical items, but did not acquire the rights of the defunct firm, does not qualify it as a replacement.

a. Cancel Total O.E. Record - Type A - CAGE Code.

(1) The information an activity agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(a) Confirm that the coded facility has ceased all manufacturing operations. (In instances where a portion of the product lines have been discontinued or sold, a delete total CAGE Code transaction is not proper.)

(b) If the coded facility has ceased all manufacturing operations in their entirety, determine if the operation was sold, including all design, manufacturing, and patent rights pertaining to items previously manufactured and furnished to the Government.

(c) If all manufacturing operations of a defunct firm have been sold (including all manufacturing, patent rights, etc.), advise whether such operations were acquired by a single successor firm or if multiple successor firms are involved.

(d) If all manufacturing operations of a defunct firm have been sold to a single successor firm, advise whether the successor firm has previously been assigned an CAGE Code.

(e) If all manufacturing operations of a defunct facility have been merged into one affiliated facility, advise whether the acquiring facility has previously been coded.

(2) If the proposed transaction does not include a replacement CAGE Code, the accompanying correspondence will contain just that information listed above which is necessary to ascertain that the organization is, in fact, defunct.

(3) If the proposed transaction does include a replacement CAGE Code, the accompanying correspondence will provide the information listed in paragraph 7.1.4.a.(1) necessary to ascertain that the replacement CAGE Code submitted is proper.

(4) If there is a known successor firm, but that firm is not coded, the pertinent information listed in paragraph 7.1.4.a.(3) will be submitted to DLSC with the complete name and address of the successor organization. If, after evaluation, DLSC determines that a code should be obtained for the successor organization and a cancel/replace transaction submitted, such action will be taken by DLSC.

b. Cancel Total O.E. Record - Type F - CAGE Code. The information an activity/agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(1) Indicate that the coded facility has ceased all operations, and is in fact defunct.

(2) If the coded facility has ceased all operations in its entirety, determine if the facility was sold.

(3) If the operations of a defunct firm have been sold, determine if acquired by one single successor firm or if multiple successor firms are involved.

(4) If all operations of a defunct firm have

been sold to or merged with a single successor firm, determine if successor firm has previously been assigned a CAGE Code.

c. Cancel Total O.E. Record - Type E - NSCM. A cancel Total O.E. transaction will be accomplished only by DLSC solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements thereto. DLSC will prepare the documents.

7.1.5 Reinstate Cancelled CAGE/NSCM Record. This section describes the criteria for external requests to DLSC for reinstating O.E. records that are recorded on the DLSC O.E. Master File as cancelled.

a. Reinstate Cancelled O.E. Record - Types A and F. Requests for reinstatement actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared by an official of the firm.

b. Reinstate Cancelled O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence.

7.1.6 Outputs from Processing O.E. Master File Records. This section encompasses the output data distribution system employed by DLSC. Specific data Receivers of O.E. file maintenance data are determined by each requiring Service/Agency. Output mode(s) for dissemination of data is predicated on specific type of output transaction, data involved, and activity/agency mode of communication for receiving data from DLSC; i.e., *Electronic Data Transmission (message data), magnetic tape, correspondence, FAX, BBS, EDI, and telephone.*

a. NIIN File Maintenance Update. Following approval/processing of a Total O.E. input transaction containing a replacement O.E. code number

involving one or more FLIS data base part numbers, DLSC will provide the applicable activity/agency receivers with appropriate FLIS data base file maintenance data for updating their NIIN file records. Update actions for deletion of a cancelled O.E. code and adding of a replacement O.E. code are accomplished by DLSC forwarding machine-generated KDR, KCR, and KAR transactions to data receivers.

b. O.E. SSR File Maintenance Service (DIC KHN). Provides activities/agencies machine sensitive records to establish and maintain an O.E. file containing each assigned CAGE/NSCM related data as recorded and maintained on the DLSC Master Consolidated CAGE/NSCM File. This service is available only to recipients of the basic file. (See volume 8, chapter 8.2 for format.)

(1) O.E. data includes Type O.E. Code, O.E. Code number, related names, street address (if available), city, state/country, Foreign/Domestic Designator, O.E. Replacement Code, O.E. Status Code, O.E. Designator, ZIP Code, Contract Administration Office (CAO), and Automatic Data Processing (ADP) Point (as applicable), and related socioeconomic data.

(a) The O.E. Status Code designates a specific status condition related to an O.E. There may be two complete records for an O.E.; however, only one record is shown in a current status. (See volume 10, table 19.)

(b) The complete package for each CAGE/NSCM consists of one or more records. Each record will be 80 positions in length.

(2) Requests for O.E. Master file maintenance service will be processed through normal headquarters office channels to reach the Defense Logistics Services Center not less than 45 days prior to need. This will permit the release of the latest information available.

(3) File maintenance is available by means of *electronic data transmission* (for telecommunications procedures controlling *electronic* transmission see volume 2, paragraph 2.3.2.d). Data records will be released on a *daily* basis.

c. The basic O.E. Master File will be provided to agencies/activities on magnetic tape upon receipt of their written requirements, forwarded through their appropriate command headquarters. The basic file will be contained on two reels of magnetic tape, provided by DLSC, and forwarded to the requesting activity by certified mail. Format will be in accordance with DIC KHN, volume 8, chapter 8.2.

(1) The basic file will contain O.E. File Maintenance Transaction Code 003 data only.

(2) DLSC has the capability of providing tapes with any of the characteristics described in volume 10, table 10.

d. The normal mode of output for O.E. will be *electronic data transmission* when the activity possesses *electronic* receiving capabilities.

e. For those activities/agencies that do not possess *electronic* capabilities, notification of action taken will be in letter form except when CAGE Codes are assigned to U.S. firms for a NATO government; then confirmation will be on NATO Form AC/135-NR.2, section B. (See appendix 7-1-B.)

7.1.7 Cage Bulletin Board System (BBS). This describes the new 24 hours a day BBS and various methods to access the System.

a. The Cage BBS provides a fast and simple electronic method for CAGE Code assignments and maintenance rquests. The streamlined DD Form 2051 requires only essential information for quicker processing results. Requests received via BBS will be processed and answered by BBS.

b. A portion of the Bulletin Board is designated

as a "Question and Answer" section allowing users to ask CAGE related questions. The system also provides a "Mail Message" option enabling users to send DLSC-SBB comments and suggestions.

c. Access to the Bulletin Board is possible by "dial up" on a personal computer and a modem, or access through the Defense Data Network (DDN).

(1) If using the ENABLE software package, the following information for Telecom Setup is as follows:

Baud Rate = 1200 or 2400   Parity = None

1 Stop Bit   Word Size = 8 Bits-
          Duplex = Full

(2) The telephone number for the CAGE BBS:

800-841-4431

(3) If utilizing DDN, the address is: TELNET 131.87.1.123.

(4) Activities having access to the Logistics Remote User Network (LOGRUN) or have Electonic Mail (E-Mail) on a DMINS machine normally have DDN connectivity.

d. If assistance is required with signing on the CAGE BBS, call:

(616) 961-4358, AV 932-4358
(616) 961-4385, AV 932-4385

CHAPTER 1
APPENDIX 7-1-A
PREPARATION OF DD FORM 2051

Requests for assignment of new CAGE CODEs must be submitted on DD Form 2051. Blocks 1-4 will be completed by the agency/activity requesting the code. Blocks 5-13b will be completed and signed by an official of the firm to be coded.

When a CAGE CODE is assigned on an emergency basis, the requesting agency/activity is responsible for assuring that a DD Form 2051 is properly completed and forwarded to DLSC within the specified time.

Following are examples of completed DD Forms 2051 for a code assignment and a request for an update of a previously assigned code.

Page 4 of the appendix reflects DD Form 2051 instructions as they appear on the reverse of the form.

APPENDIX 7-1-A
PREPARATION OF DD FORM 2051

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE (See Instructions on Reverse)	Form Approved OMB No. 0704-0225 Expires Oct 31, 1991

Public reporting burden for this collection of information is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0225), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to address on reverse.

SECTION A - TO BE COMPLETED BY INITIATOR

1. REQUESTING GOVERNMENT AGENCY / ACTIVITY

a. NAME	b. ADDRESS (Street, City, State and Zip Code)
DESC (728)	DAYTON, OH 43215

2. TYPE CODE REQUESTED (X one)	3. EXCEPTION CODES	
X	a. TYPE A	a. CAO	NA
	b. TYPE F	b. ADP	NA

4. INITIATOR

a. TYPED NAME (Last, First, Middle Initial)	b. OFFICE SYMBOL	c. SIGNATURE	d. TELEPHONE NO.
SMITH, JANE L.	DESC-SC		DSN 850-6129

SECTION B - TO BE COMPLETED BY FIRM TO BE CODED

1. FIRM

a. NAME (Include Branch of, Division of, etc.)	b. ADDRESS (Street, City, State and Zip Code)
ABC ELECTRONICS, INC	123 S. 2ND ST.
c. CAGE CODE (If previously assigned)	DAYTON, OH 45444

2. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (Use separate sheet of paper, if necessary)	3. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete as applicable)
N/A	X a. NONE
	b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)
	c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)

4. PRIMARY BUSINESS CATEGORY (X one)	5. DISADVANTAGED SMALL BUSINESS STATUS (X one)	6. NUMBER OF EMPLOYEES
X a. MANUFACTURER		57
b. DEALER/DISTRIBUTOR	a. APPROVED BY SMALL BUSINESS ADMINIS- TRATION (SBA) FOR SECTION 8(a) PROGRAM	7. WOMAN OWNED BUSINESS (X one)
c. CONSTRUCTION FIRM		X a. YES / b. NO
d. SERVICE COMPANY	b. OTHER DISADVANTAGED SMALL BUSINESS FIRM	8. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S)
e. SALES OFFICE		
f. OTHER (Specify)	c. NOT DISADVANTAGED SMALL BUSINESS FIRM X	a. PRIMARY 3615
		b. OTHER (Specify)

9. REMARKS

New Data Elements - - If available.
FAX Number _____   Taxpayer Identifier (9 digits)
Parent Taxpayer Identifier (9 digits)   DUNS Number (9 digits)
CEC (9 digits)   Business Form Code (1 digit code)
Contractor Planned Producer Code (Yes/No)
CAGE Request Reason Code (1 digit code)
Contractor Identity Change Code (1 digit code)
Taxpayer Identifier Exemption Code (1 digit code)

10. FIRM OFFICIAL

a. TYPED NAME (Last, First, Middle Initial)	b. DATE SIGNED (YYMMDD)	c. SIGNATURE	d. TELEPHONE NO.
CHARLIE, ABLE B.	950528		513-212-6712

DD Form 2051, JUN 90   Previous editions are obsolete   BS3/177

APPENDIX 7-1-A
PREPARATION OF DD FORM 2051

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE (See Instructions on Reverse)	Form Approved OMB No. 0704-0275 Expires Oct 31, 1991

Public reporting burden for this collection of information is estimated to average 7 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project (0704-0275), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to address on reverse.

SECTION A - TO BE COMPLETED BY INITIATOR

1. REQUESTING GOVERNMENT AGENCY / ACTIVITY

a. NAME	b. ADDRESS (Street, City, State and Zip Code)
DCSC (724)	COLUMBUS, OH 43215

2. TYPE CODE REQUESTED (X one)

a. TYPE A		3. EXCEPTION CODES a. CAD
X b. TYPE F		b. ADP

4. INITIATOR

a. TYPED NAME (Last, First, Middle Initial)	b. OFFICE SYMBOL	c. SIGNATURE	d. TELEPHONE NO.
CUTE, I. M.	DCSC-SC		DSN 850-7721

SECTION B - TO BE COMPLETED BY FIRM TO BE CODED

1. FIRM

a. NAME (Include Branch of, Division of, etc.)	b. ADDRESS (Street, City, State and Zip Code)
JONES & SMITH, INC	640 S. BROAD ST. COLUMBUS, OH 43216

c. CAGE CODE (If previously assigned) 1ABC6

2. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (Use separate sheet of paper, if necessary)	3. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete as applicable)	
JONES MACHINE SHOP 619 S. 12TH STREET COLUMBUS, OH 43215	X	a. NONE
		b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)
		c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List name(s) and address(es) of such firms on a separate sheet of paper)

4. PRIMARY BUSINESS CATEGORY (X one)	5. DISADVANTAGED SMALL BUSINESS STATUS (X one)	6. NUMBER OF EMPLOYEES 99
a. MANUFACTURER		
b. DEALER/DISTRIBUTOR	X a. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM	7. WOMAN OWNED BUSINESS (X one) a. YES / X b. NO
X c. CONSTRUCTION FIRM		
d. SERVICE COMPANY	b. OTHER DISADVANTAGED SMALL BUSINESS FIRM	8. STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE(S)
e. SALES OFFICE		
f. OTHER (Specify)	c. NOT DISADVANTAGED SMALL BUSINESS FIRM	a. PRIMARY 3712
		b. OTHER (Specify)

9. REMARKS

New Data Elements - - If available.

FAX Number_____   Taxpayer Identifier (9 digits)____
Parent Taxpayer Identifier   DUNS Number (9 digits)____
CEC (9 digits)_____   Business Form Code (1 digit code)____
Contractor Planned Producer Code (Yes/No)
CAGE Request Reason Code (1 digit code)
Contractor Identity Change Code (1 digit code)
Taxpayer Identifier Exemption Code (1 digit code)

10. FIRM OFFICIAL

a. TYPED NAME (Last, First, Middle Initial)	b. DATE SIGNED (YYMMDD)	c. SIGNATURE	d. TELEPHONE NO.
U. R. NICE	950529		999-999-9999

DD Form 2051, JUN 90   Previous editions are obsolete.

APPENDIX 7-1-A
PREPARATION OF DD FORM 2051

INSTRUCTIONS FOR COMPLETING DD FORM 2051
GENERAL NOTE FOR PERSONNEL PREPARING OR PROCESSING THIS REPORT Coding must be as indicated in the instructions. In cases where specific coding instructions are provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12-M. Noncompliance with either the coding instructions contained herein or those published in referenced manual will make the organization which fails to comply responsible for required concessions in data base communication.

SPECIFIC INSTRUCTIONS	
SECTION A - TO BE COMPLETED BY THE INITIATING GOVERNMENT ACTIVITY	**SECTION B - (Continued)**
Item 1: Self-explanatory.	Item 4: Self-explanatory.
Item 2: Mark the type of code being requested. a. Type A - Manufacturers Code which is used in the Federal Catalog System to identify a certain facility at a specific location which is a possible source for the manufacture and/or design control of items cataloged by the Federal Government; or,	Item 5: A disadvantaged business firm is defined as a firm that is 51%, or more, owned, controlled, and operated by a person(s) who is socially and economically disadvantaged. "Controlled" is defined as exercising the power to make policy decisions. "Operated" is defined as actively involved in the day-to-day management of the firm.
b. Type F - Non-manufacturers Code which is required for identifying an organization/function in MILSCAP. These are assigned to contractors which are non-manufacturers or are manufacturers not qualifying for a Type A Code.	Item 6: Enter the number of employees. This number should include the employees of all affiliates. Item 7: A woman-owned business is defined as a firm that is 51%, or more, owned, controlled, and operated by a woman or women. "Controlled" and "Operated" are as defined in Item 5.
Item 3: If applicable, enter the exception DoD Activity Address Code for the Servicing Contract Administration Office (CAO) or ADP point. Item 4: Self-explanatory.	Item 8: The SIC Code is a Government Index used to identify business activity and indicates the function (manufacturer, wholesaler, retailer, or service) and the line of business in which the company is engaged. If multiple SIC Codes, indicate the primary first, next important, etc.
SECTION B - TO BE COMPLETED BY THE FIRM TO WHICH THE CODE WILL BE ASSIGNED	Items 9 and 10: Self-explanatory.
Items 1a and 1b: Self-explanatory.	NOTE: When any future changes are made to the coded facility; i.e., name change, location change, business sold or operations discontinued, etc., written notification stating the appropriate change should be sent to:
Item 1c: If a CAGE Code (Type A or Type F) was previously assigned, enter it in this block.	
Item 2: Self-explanatory.	
Item 3: If a block other than "None" is marked, identify the Parent company by a (P) beside the firm name.	Commander Defense Logistics Services Center ATTN: DLSC-FBA Federal Center 74 North Washington Battle Creek, MI 49017-3084

DD FORM 2051 REVERSE, JUN 90

CHAPTER 2
ESTABLISHMENT/MAINTENANCE OF PROVISIONING
SCREENING MASTER ADDRESS TABLE (PSMAT)

7.2.1 Registration in the PSMAT

a. These instructions cover the procedures to be used to register activities as users of the Defense Logistics Services Center provisioning screening services or as submitters of characteristics data searches, and to record such activities and their requirements in the DLSC Provisioning Screening Master Address Table (see volume 10, table 23).

b. Ten days prior to the initial submittal of LSF or LSR search transactions, the submitters and receivers requirements and address data must be registered in the PSMAT under an applicable Destination Code, Screening. Only a Government Service or Agency is authorized to establish and maintain registrations in the PSMAT. Non-Government activities (private sector) must submit their requests through the authorizing Government agency or Service activity. DLSC-S will advise the submitter as soon as the registration is effected. If the submitter does not receive such notification, a follow-up inquiry will be made prior to the submission of screening requests.

c. A letter of registration is required as the authorization for activities and their contractors to participate in the DLSC provisioning screening program and to provide for their registration in the DLSC PSMAT. The letter of registration must be submitted to DLSC by the responsible Government activity and will contain the following information:

> Type of action (establish, add, change, delete)
> Recipients complete mailing address(es)
> Media of output (see volume 10, table 10)
> Alternate media of output (*Electronic Data Transfer*) (see volume 10, table 10)
> Activity Code, Screening (DRN 0177)
> Destination Code, Screening (DRN 3890)
> Service Code (see volume 10, table 42)
> Communications Routing Indicator Code

(*Electronic Data*)
> Authorization for Catalog Management Data (CMD)

(1) Submitters who require the return of provisioning screening results by mail will submit a letter of registration. (See section 7.2.3)

(2) Submitters who will *receive* provisioning screening results *electronically* will establish their registration through the submission of a letter of registration.

(3) The letter of registration will be addressed to:

> Commander
> Defense Logistics Services Center
> ATTN: DLSC-S
> Federal Center
> Battle Creek, MI 49017-3084

d. Notification to Contractors. When a contractor is to be established as a registrant in the DLSC PSMAT, the responsible Government activity will furnish the contractor the destination and the activity codes prior to the preparation of provisioning screening requests by the contractor. This will be done no later than 15 days after the receipt of a request for these codes from the contractor.

e. Multiple Addressees. When multiple output of screening results is requested, all addressees registered under the applicable destination code will receive the results of screening. When single output is requested, only the first addressee in the register (under the applicable destination code) will receive the results.

f. The destination code is five characters in length and may be any combination of alphanumerics as designated by the submitter. The destination

code for a Government activity submitter must contain at least two alpha characters in order to preclude duplication of a valid CAGE/NSCM. The destination code for a contractor may consist of, but is not restricted to, its assigned CAGE/NSCM.

7.2.2 Maintenance of the DLSC Master Address Table.

It will be the responsibility of the Government activity having cognizance of the screening requirements of the contractors to update and purge the PSMAT according to current requirements. Special attention should be directed to deletion of addresses and destination codes upon completion of contractual obligations or Service/Agency requirements.

7.2.3 Destination Code/Address Data Fixed Format - Instructions.

The Destination Code/Address data will be established in fixed format. The following procedures will be used in the preparation of data required to establish the destination code and related address information for initial inclusion in, and subsequent maintenance of, the PSMAT.

a. Position 1-3, Document Identifier Code (Data Record Number (DRN) 3920). (See volume 8, chapter 8.1.)

LUP - Establish a new destination code and related address information or add an address to an existing destination code.

LUR - Change address information or output media code of an existing destination code.

LUS - Delete destination code and all related address information or delete an address from a destination code. A separate deletion action must be made for each address under a destination code when the destination code and at least one address is to be retained.

b. Position 4-6, Package Sequence Number (DRN 1070). A three-position alphanumeric sequence number to control or maintain the sequence of lines in an address package. The first line of the first address will contain A01, the second line A02, and continue thus to the last line of the last address in the package which will be Z and the appropriate number; e.g., if there are 12 lines total in the entire package the last line will be Z12.

c. Position 7, Blank.

d. Position 8-9, Activity Code, Screening (DRN 0177). The two-position code designating the submitter or responsible Government activity (as listed in, but not restricted to, volume 10, table 104; e.g., TG Warner Robins AFB, KE Aviation Supply Office, etc.).

e. Positions 10-14, Destination Code, Screening (DRN 3890). The five-position code which identifies the recipient(s) of provisioning screening results.

f. Positions 10-14, Deletion of Destination Code, Screening - DIC LUS. To delete an entire destination code and all of its related address data, positions 15-80 will be left blank. To delete one address from an existing destination code, positions 15-16 must be completed and 17-80 will be left blank.

g. Positions 15-16, Address Line Sequence Code (DRN 0233). A two-position alphanumeric number to sequence the individual addresses in a multiple address package and to sequence the lines within each address. The first position (15) will be alpha starting with A, and each line in an address will have the same alpha in position 15. Position 16 will be numeric and will be sequenced starting with 1 in the first line of an address, 2 in the second line, etc., so that a 5 line address would be sequenced

A1, A2, A3, A4, A5 in positions 15-16. In a multiple address package, the second address would be sequenced Bl, B2, B3, etc., in positions 15-16.

h. Positions 17-64, Provisioning Screening Receiver's Address (DRN 0232). The multiple line information in the exact format required to mail the output product to the recipient(s) of provisioning screening data. A separate line will be used for each line of address information as set forth in the previous instruction. An attention line (line), if used, should be placed before the street and city address information and should be an office symbol, room number, etc. A person's name should not be used unless absolutely necessary.

i. Positions 65-66 will be space filled (blank).

j. Positions 67-68, Output Mode/Media Code (DRN 3740). A two-position alphanumeric code which designates the mode and media by which the output data is desired by the recipients of provisioning screening results.

k. Positions 70-71, Service Code, Provisioning Screening Destination Table (DRN 0264). A two-position numeric code designating the Military Service component or Civil Agency authorizing the submission of provisioning screening requests. Used internally by DLSC only for statistical purposes. (See volume 10, table 42.)

l. Positions 72-73, Alternate Media of Output Code (DRN 3740). The output mode and media code in this position designates the alternate mode and media of output desired when the results of screening exceed *Electronic Data* output limitation (see DIC KEC) or when there is a degradation of *Electronic Transmission*. (See volume 10, table 23, note 3.)

m. Position 74, CMD Authorization Code (DRN

0759). A one-position numeric code which indicates whether or not a recipient is authorized to receive Catalog Management Data. Code 1 indicates the recipient is authorized, Code 2 indicates he is not.

n. Positions 75-80, Blank.

o. Examples of Preparing Destination Code and Address data for Submission to DLSC (fixed format).

Single Address Input

DIC	PSN	Act Code	Dest Code	Line Seq No	Address
LUP	A01	SA	ACDWY	A1	Commander
LUP	A02	SA	ACDWY	A2	AFLC
LUP	A03	SA	ACDWY	A3	ATTN: MMSCA
LUP	Z04	SA	ACDWY	A4	Wright Patterson AFB, OH 45433

Multiple Address Input

DIC	PSN	Act Code	Dest Code	Line Seq No	Address
LUP	A01	SA	ACDWY	A1	Commander
LUP	A02	SA	ACDWY	A2	AFLC
LUP	A03	SA	ACDWY	A3	ATTN: MMSCSA
LUP	A04	SA	ACDWY	A4	Wright Patterson AFB, OH 45433
LUP	A05	SA	ACDWY	B1	Rose Engrg Co.
LUP	A06	SA	ACDWY	B2	ATTN: Contract Admin.
LUP	A07	SA	ACDWY	B3	4900 W. 78th St.
LUP	Z08	SA	ACDWY	B4	Grand Rapids, MI 49000

7.2.4 Output for Input Transaction DICs LUP, LUR, and LUS. Notification of adoption of the maintenance action to the Provisioning Screening Master Address Table will be made within fifteen (15) days by mail or telephone to the responsible activities recorded against the Destination Activity Code, Screening. If notification is not received, contact DLSC-S.

Output Mode/ Media Code	Serv Code	Alt Output Code	CMD Auth Code
A2	03	M7	1

Output Mode/ Media Code	Serv Code	Alt Output Code	CMD Auth Code
A2	03	M7	1
A2	03	M7	

CHAPTER 2
APPENDIX 7-2-A
SAMPLE LETTER OF REGISTRATION (*ELECTRONIC DATA TRANSMISSION* USERS)

XXXXXXXXXX   XXXXXXXXXX

XXXXXXXXXXX   XXXXXXXXXXX

Commander
Defense Logistics Services Center
Directorate of Logistics Data Management
ATTN: DLSC-S (Provisioning and Other Preprocurement Screening)
Federal Center
Battle Creek, Mi 49017-3084

SUBJECT: Reqest for Registration as an *Electronic Data* Recipient of Provisioning and Other Preprocurement Screening Results

Following information pertinent to registration as a *Electronic Data* recipient of results of provisioning and other preprocurement screening is being furnished in accordance with volume 7, paragraph 7.2.1.c, DoD 4100.39-M

       Input DIC - LUP

       Activity Code - TG

       Destination Code - 12345

       Service Code - 03

       Media of Data ~A2″ (Fixed Length Record Format Record)

       Alternate Media of Output - M8 (Magnetic Tape)

       Address Information - _____

                         _____

                         _____

                         _____

                         _____

Communication Routing Indicator Code - XX (per JANAP 128) XX

This contracror is/is not authorized to receive Catalog Management Data (CMD).

              (signed) _____

                      _____

                      _____

filler page
CHAPTER 2
APPENDIX 7-2-B
SAMPLE LETTER OF REGISTRATION (EXCEPT *ELECTRONIC DATA TRANSMISSION*)

XXXXXXXXXX   XXXXXXXXXX

XXXXXXXXXX   XXXXXXXXXX

Commander
Defense Logistics Services Center
Directorate of Logistics Data Management
ATTN: DLSC-S (Provisioning and Other Preprocurement Screening)
Federal Center
Battle Creek, MI 49017-3084

SUBJECT: Request for Registration as Recipient of Provisioning and Other Preprocurement Screen-
ing   Results

The following information is furnished pursuant to the above subject request:

Input DIC - LUP
Activity Code - TG
Destination Code - 12345
Service Code - 03
Output Media Code - L1 (1 Part Listing)
Address Information - _____
                      _____
                      _____
                      _____
                      _____

This contractor is/is not authorized to receive Catalog Management Data (CMD).

(signed) _____

_____

_____